

Staff Council



MEETING MINUTES Friday, October 11, 2019 3:00 - 5:00 p.m. CYC Rm. 120

Members Present (✓):

✓	Andrews, Linda	✓	Head, Kimberly	X	Nixon, Jana
✓	Andrews, Shayla	✓	Heitz, Tiffany	✓	Northup, Genevieve
✓	Apple, Shane	✓	Heliste, Pam	X	Peeples, Jinger
✓	Barron, Monica	X	Helm, Colin	✓	Richardson, Casey
✓	Campbell, Andrew	✓	Hines, John	✓	Rossato, Kelly
✓	Carpenter, Deidra	✓	Holmes, Melody	X	Stewart, Gregory
✓	Chavez, Ana	✓	Howard, Elizabeth		Guests:
✓	Duckworth, Andy	✓	Khedairy, Nadia		
✓	Dunn, Debbie	✓	Long, Renee		
✓	Faircloth, Ross	✓	McWilliams, Haley		
✓	Gray, Arianna	X	Morman, Lisa		
X	Guerra, Rosa				
✓	Guy, Joe	✓		✓	Langford, Jackie – SCC Past Chair
		X		✓	West, Aaron – Faculty Council liaison

Call to Order:	Meeting called to order by Shane Apple at 3:00pm
Approval of Minutes:	Kimberly H. motioned to accept the minutes of the August and September meetings. Ana C. seconded.
Welcome:	Shane A asked us all to introduce ourselves again. Went around the room and gave our name, title and campus.
Updates Announcements:	<p>Shayne:</p> <ul style="list-style-type: none"> • Farmersville Campus groundbreaking scheduled for December 2nd. • Military Ball – Saturday, November 9th. Ari gave update and description and invited everyone to come • Committee Schedules: Liz asked the chairs to set the committee schedules for the rest of the year. Asked them to bring to November meeting • Marshall Town Hall meetings are scheduled at each campus. Executive committee has been scheduled for all of them. Renee L has already been to 2. Briefly described what took place. Indicated that no staff showed to the CHEC meeting. Liz encouraged everyone to attend • Introduction of Faculty Representative to the Staff Council – Aaron West
Treasurer's Report:	Current Balance: \$ 4,680.00 Renee was able to have the budget set at the appropriate starting amount
Other Reports:	<p>President's Report: Nothing at this time</p> <p>Shayne (VP): Nothing at this time</p> <p>Ari (Recorder): Nothing at this time</p>

	<p>Rose Award: (Debbie) The date for the Rose Award ceremony is set for Wednesday, June 17, 2020. 1 – 3pm meeting with ceremony at 3pm</p> <p>SEOTY: (Ana) haven't booked the date yet.</p> <p>Full-Time Staff Retention: (Nadia) Had first committee meeting.</p> <ul style="list-style-type: none"> • Discussed prior year's initiatives - specifically staff dependents receiving in-county tuition • Going to ask HR for numbers of resignations, terminations, and retirements based on fiscal year. Also asked HR for exit survey information to determine why staff leave. <p>Professional Development: (Kimberly) They have not met yet.</p> <p>District-wide communication: (Colin – not present) Casey spoke on behalf of committee. Survey questions sent to Institutional Research (specifically Nasreen Ahmad & Robert Schnitman). They looked over survey and have made recommendations for adjustments. IR will send out the survey and collect and organize data. Will be sending out sometime around Thanksgiving.</p> <p>Miscellaneous: Ari reminded all the committee chairs that they're supposed to take minutes at their meetings and post on the I drive in the committee folder under "Minutes".</p>
<p>Old Business:</p>	<p>Meals on Wheels: Had tabled electing a chair and co-chair last meeting. Rosa G did agree (offline) to be chair and Lisa M agreed (offline) to be co-chair. Neither at this meeting though.</p> <p>Proposal re: Telecommuting: Proposal submitted by Golda George on this topic last year had been tabled until this year. Liz formed ad hoc committee to handle this proposal. The committee volunteers include:</p> <ul style="list-style-type: none"> • Tiffany (chair/recorder) • Casey • Genevieve • Kimberly • Nadia • Renee' <p>Proposal re: Tuition Reimbursement for Immediate Family: Proposal submitted by Golda George. Council had many questions about the specific meaning/conditions of the proposal.</p> <ul style="list-style-type: none"> • John motioned that we table the proposal until it can be written up for everyone to read • Kimberly seconded the motion • Ayes – all. No's – none. Ayes carry the motion. <p>Liz found the written proposal and it simply read: "Tuition reimbursement up to a limit for employee's immediate family."</p> <p>Nadia recommended that for staff to bring a proposal to Staff Council, there should be a template to ensure completeness.</p> <ul style="list-style-type: none"> • Nadia motioned that we send the proposal back to Golda for development/clarity. • Ana seconded the motion • Ayes – all. No's – none. Ayes carry the motion. <p>Nadia will reach out to Golda</p>

	<p>Proposal re: Unsung Hero/Heroine: Proposal submitted by David Drane. The proposal suggests that we bring back the unsung hero/heroine award. The award would be given to a staff person at each major campus and be awarded alongside the ROSE Award each year. The staff at each campus would choose/submit/vote for their person.</p> <p>Kelly asked the question about possibly have a ROSE award for each campus? Renee reminded us that the ROSE committee does not know what campus the nominees are from, so all campuses are represented. Ari asked if this topic belongs on the ROSE committee? Casey asked that it be given to someone other than the ROSE committee since their process is already so involved. Kimberly liked the idea and said there are a lot of awards for faculty; staff should most definitely have more recognition. Liz formed an ad hoc committee to handle this proposal. The committee volunteers include:</p> <ul style="list-style-type: none"> • Deidra (Chair/recorder) • John • Kelly • Ari • Ross • Monica <p>Staff Council Transparency: How do we communicate with all the staff district-wide about what Staff Council is doing?</p> <ul style="list-style-type: none"> • Liz spoke with Rajesh about the website since faculty have a .org website. Rajesh said we cannot really do that because it cost money for the hosting company. Rajesh did update the website to say “Staff Council” now. It will stay an internal (CougarWeb) site. • Rajesh and Liz also spoke about the possibly of having a Flickr account and linking to this website to show photos of events/activities. • Liz going to continue with emailing the staff at this time
<p>Guest Speaker:</p>	<p>Andrea Mersiovsky: Andrea from The Foundation was a guest speaker on the topic of Roberts Rules of Order and the Lift-Up Campaign.</p> <p>Roberts Rules of Order:</p> <ul style="list-style-type: none"> • Roberts Rules is really for efficiency • Gave us a one sheet “Cheat Sheet” that shows how to introduce new business (The Main Motion Process) and the wording that should be used for each step. It also shows if debate is allowed and how many required to pass the vote. See attached. <p>Lift-up Campaign</p> <ul style="list-style-type: none"> • Is the employee giving campaign • Campaign will kick off this year on November 4th – National Candy Day • To recognize the college’s 35th Anniversary, this year if an employee gives \$35, will be given a square of fabric to sign and include brief message. Squares will be collected and sewn into a flag which will be displayed at CHEC. • Employees will also receive a long-sleeve t-shirt • Andrea asked for assistance with the campaign kick-off on each campus from Staff Council
<p>New Business & Announcements:</p>	<p>Proposal Limitation and Consideration: (Liz) There are too many proposals being submitted and not all are related to staff and many not clearly written/developed.</p> <ul style="list-style-type: none"> • Recommended we create a template/form for any staff wanting to submit something to the Staff Council. Executive committee would review and decide

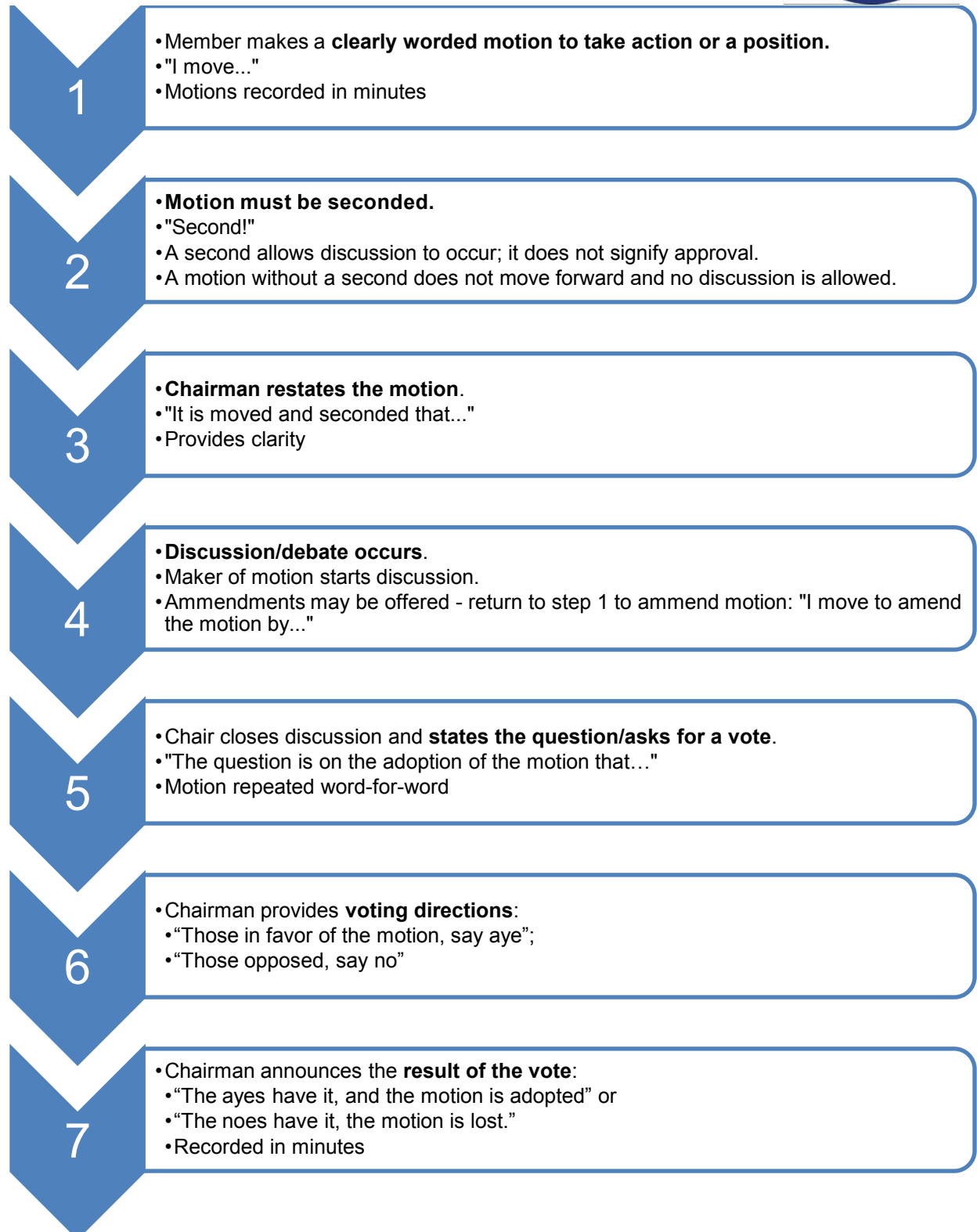
	<p>if applicable and then prioritize remainder. All proposals will be posted on the I drive so all committee members can view them.</p> <ul style="list-style-type: none"> • Liz working with IT to find solution/method for staff to submit/upload a proposal. CASPIO seems to be the most likely solution. Going to follow up with IT. <p>Recognition of Staff Council Member: (Liz) Showed the council the “You Make A Difference” coin. Idea came from the Financial Aid Department. The coin is used to recognize someone who has done something exceptional or gone above and beyond, etc.</p> <ul style="list-style-type: none"> • Liz recognized Debbie Dunn and presented the coin to her. Debbie went above and beyond with this year’s ROSE award process including presenting to the Board of Trustees. • Liz indicated that Debbie will keep the coin until the next meeting and then present it to someone else on the council. <p>Chili Cook-off Competition: (Jackie) This year’s chili cook-off scheduled at the McKinney Campus for November 7th. Chili cook-off interest/participation has been waning in recent years. Leadership has asked for new ideas to get more interest/participation in the event, such as challenges. Jackie asked if staff council would be interested in challenging faculty council? No one volunteered.</p>
<p>Roundtable:</p>	<p>Ana: The Financial Aid Department will hold a FAFSA night at the Frisco Campus Conference Center on Wednesday, November 13th from 6:30pm to 8:30pm. Mobile Go bus will be there. Anyone welcome to come (from any school district, internal students, etc.)</p> <p>Shayla: MLK Leadership Breakfast committee interested in having students perform. They will be holding various interest meetings for students:</p> <ul style="list-style-type: none"> • Tuesday, October 15th @ Frisco Campus Cougar Den – 12 to 1pm • Wednesday, October 16th @ McKinney Campus Student Center – 12 to 1pm • Thursday, October 17th @ Plano Campus Atrium – 12 to 1pm <p>Registration for Wintermester and Spring semesters begins October 29th</p> <p>Tiffany: CE Health Sciences is holding a Medical & Dental Expo @ The Courtyard campus Friday, November 1, 2pm to 4pm. There will be a variety of vendors present including internal departments such as financial aid. All current, past and prospective students welcome to attend.</p> <p>Pam H: The Counseling Office in conjunction with SAMHSA & Know Now will host “The Boo in Booze” resource fair about alcohol abuse and Halloween at each campus from 11am to 1pm. Schedule is as follows:</p> <ul style="list-style-type: none"> • Monday, October 28 @ McKinney in the atrium • Tuesday, October 29 @ Plano in the atrium • Wednesday, October 30 @ Frisco in Founders Hall hallway • Thursday, October 31 @ Courtyard in the atrium <p>The fair is interactive and the following agencies will be present:</p> <ul style="list-style-type: none"> • MADD, North Texas Poison Control, and other community agencies <p>Renee’: Frisco Campus is presenting the Aga Khan Historic Cities Exhibition of cities. There will be “tour guides” to talk about the various projects. Kicks off Tuesday, October 15 at 5:30pm in the J Building atrium and runs through November 10th. Everyone welcome.</p> <p>Also, Frisco will hold its annual “Trunk or Treat” event in the parking lot near Founder’s Hall from 6:00pm to 7:30pm on Saturday, October 26th. Staff & faculty welcome to bring family members.</p>

	<p>Linda: All three libraries celebrated Banned Books Week in September. The libraries are currently celebrating Hispanic Heritage Month until Oct 15th. At Frisco, the library has a display of chocolate eggs created by students from the culinary program</p> <p>Ari: Priority registration for veteran and military-connected students coming up on the following dates and times in each campus' conference center:</p> <ul style="list-style-type: none"> • Tuesday, October 15th @ Plano Campus from 10am to 7pm • Wednesday, October 16th @ Frisco Campus from 10am to 7pm • Thursday, October 17th @ McKinney Campus from 10am to 7pm <p>Students do NOT need to be using/eligible for benefits.</p> <p>Reiterated the All Services Military Appreciation Ball coming up on Saturday, November 9th from 6:30pm to 10:30pm in the McKinney Conference Center. All are invited. Would love to see more staff and faculty there.</p>
<p>Adjourn:</p>	<p>Motion to adjourn – John; Motion seconded – Kimberly 4:48pm Took group photo on the stairs.</p> <p>Next meeting: Thursday, November 14, 2019 @ 3:00 – 5:00pm – McKinney room B110</p>

Robert's Rules of Order Cheat Sheet



HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



Robert's Rules of Order Cheat Sheet



WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that..."	No	No
Second a Motion	Second	"Second!"	Yes	Majority
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to ..."	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority

Robert's Rules of Order Additional Information

Why follow Robert's Rules of Order?

- Allows for democratic speech and action
- Preservers order
- Rights of the organization supersede the rights of individuals
- Facilitates group decisions

Meeting Agendas

1. Approval of Minutes
2. Reports (from officers, committees, task forces)
3. Unfinished Business (replaces term "old business")
4. New Business – items brought forward by motion procedure

Meeting Minutes

- Minutes are a legal record of meetings and the organization.
- Minutes are a record of what is done at a meeting, not what is said.

Minutes should include:

1. Name, date and location of meeting
2. List of attendees (note presence of a quorum)
3. Time meeting was called to order
4. Conflict of Interest & Antitrust Avoidance Affirmation
5. Approval of previous meeting minutes
6. Motion text and name of maker
7. Status/results of motions
8. Time meeting was adjourned

Minutes do not include:

- Discussion
- Personal opinion
- Name of seconder of a motion is not necessary
- Motions withdrawn
- Entire reports (rather attach to minutes)

Motion

- A motion is a formal proposal by a member that the group take a certain action or position.
- A main motion is required to begin the decision making process.
- A motion occurs prior to discussion

Ground Rules for Debating

- Remarks must be germane (relevant and appropriate to the discussion); stay on subject.
- Debate issues, not personalities

Robert's Rules of Order Additional Information

Subsidiary Motions

Assist in treating or disposing of a main motion

- **Postpone Indefinitely** = a way to dispose of an embarrassing motion before it can be brought to vote
- **Amend** = a way to clarify or modify wording
 - Amendments should say exactly where in the main motion the change is to be made, and precisely what words to use.
 - Amendments must be germane
 - Follow the motion process for an amendment, then follow procedure to vote on the newly revised main motion.
 - Rather than amend an amendment; ask group to strike down the pending amendment vote then offer a different version.
- **Commit/Refer** = when additional time or information is needed, the item may be sent to a committee or task force (either an existing or newly created)
 - Before voting on a main motion, you may feel the main motion may require additional study and/or redrafting.
 - Motion to commit or refer should specifically state the committee and deadline
 - A special committee may be formed through the motion to commit (motion should include committee make-up and deadline)
 - Motion is debatable, but only about the matters of the referral and not on the main motion
- **Postpone to a Certain Time** = to move to a later time on the agenda or to the next meeting
 - A time is specified when motion will be addressed
 - Preferred over laying on the table
- **Limit or Extend Debate** = when circumstances call for shorter or longer speech
- **Previous Question** = to close debate and bring to an immediate vote
- **Lay on the Table** = lay motion aside temporarily without setting a time for its consideration
 - Taken up again, via motion process, when the majority decides
 - Often misused term for postpone to a certain time

Motions that Bring a Question Before the Assembly Again

1. **Take from the Table** = resume consideration of a main motion
2. **Rescind, Repeal or Annul** = cancel something that has been previously adopted
3. **Amend Something Previous Adopted** = proposal to modify wording or text previously adopted
4. **Discharge a Committee** = if a question has been referred or a task assigned to a committee that has not made a final report the committee may be discharged to allow the Board to take action or to drop the motion
5. **Reconsider** = within the same meeting a motion has been voted on the question may come before the assembly again as if it had not been voted on

Robert's Rules of Order Information for Chairs

Effective Presiding

1. Start On Time
2. Stick to the Agenda
3. Memorize Frequently Used Procedures
4. Make Sure All Know What is Being Debated and Voted On
 - a. See that motions are worded clearly
 - b. Repeat wording of motions frequently
 - c. Make the effects of amendments clear
5. Learn How to Conduct Voting

Voting

Types of Votes

1. **Majority*** = More than half of the votes cast by persons entitled to vote, excluding blanks or abstentions. Whenever a majority vote of the Board of Directors is taken, it shall mean of the quorum present.
2. **Two-Thirds** = two-thirds of the votes cast by persons entitled to vote, excluding abstentions. Whenever a two-thirds vote of the Board is required, it shall mean of the entire Board whether voting or not.
3. **Majority of Entire Membership** = a majority of the total number of those who are members of the voting body at the time of the vote

*Note: A majority vote is different than a plurality vote, which is the largest number of votes (which may be less than a majority) when there are three or more alternatives. Under Robert's Rules of Order, a plurality vote is not sufficient. Re-vote to achieve a majority.

Voting Methods

1. Voice Vote
2. Standing Vote
3. Show of Hands Vote
4. Counted Vote
5. Ballot Vote

Putting the Motion to a Vote

When no one seeks the floor to debate, the chairman asks, "Is there any further debate?"

Voice Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion, say aye

[pause]

Those opposed, say no

[pause]

The ayes have it and the motion is adopted

- or -

The noes have it and the motion is lost

Robert's Rules of Order Information for Chairs

Show of Hands Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand

[Pause]

Those opposed will raise the right hand

[Pause]

Majority vote:

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

Two-thirds vote:

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

Counted Show of Hands Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand and keep it raised until counted

[Pause]

Those opposed will raise the right hand and keep it raised until counted

[Pause]

There are ___ in the affirmative and ___ in the negative

Majority vote:

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

Two-thirds vote:

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

Suggestion to add telecommuting policy for Collin employees

Thank you for giving me the opportunity to suggest adding a telecommuting/teleworking policy for Collin employees.

Collin College is a great place to work, and I have proudly been a part of Collin since 2009. A telecommute/teleworking policy (such as policies currently at SMU, Texas A&M, Toyota, Wells Fargo, CITI Bank) would be highly beneficial for employees who do not work with students face-to-face.

Progress in technology has made it possible to telecommute and also be productive. With the advent of smartphones, laptop computers and remote technology, we don't have to be chained to our office to show results. Studies have shown that stay-at-home workers are actually more productive than their cubicle counterparts *and* they report higher rates of job satisfaction.

Collin tries to provide salary compensation to match with growing cost of living, but sometimes benefits provided could be more than monetary benefit. Telecommuting is one benefit which helps employees in many different ways – like work-life balance, increased productivity and reduce stress of commuting. Telecommuting is a win-win for employer and employee.

Advantages for Employers,

Stronger Talent Retention: For some businesses, offering telecommuting opportunities to their staff allows them to retain the services of talented individuals who know and love the brand but may need to move to more flexible hours or relocate for personal reasons. Prior to telecommuting, organizations had to let good staff go. Now, businesses can keep talented staff onboard for longer thanks to more flexibility.

Recruiting and training new employees is expensive. Companies are always looking for ways to improve their hiring processes and to keep the workers they hire. Flexibility and telecommuting can help in both respects. Flexible work options reduce turnover!

Cost Efficiency: There is plenty of money to be saved in allowing telecommuting opportunities to employees. I have read a report that showed businesses can save as much as \$11,000 per employee – and this money can then be spent on other costs at our college. As mentioned, flexibility usually leads to improvements in employee recruitment and retention. Since hiring and training new workers is expensive, this is an obvious cost benefit to Collin.

Wider Global Reach: When a business is looking for someone with a particular skill set, interest or even personality, it can be hard to find exactly what you are looking for in a small area. Telecommuting gives businesses the opportunity to look for specific people and make them a part of their organization, regardless of previously insurmountable barriers such as location or language.

Example at Collin: We have a remote Database Admin (DBA) who supports Collin's database from India along with our in-house DBA.

Advantages for Employees,

Focus: Majority of employees feel more efficient and effective when they are away from ringing phones, distracting colleagues or other minimal interruptions. Telecommuting allows many employees to work within their own focused situation, responding to emergency situations when required.

Flexibility: Telecommuting give employees an opportunity to work flexible when its needed. Everyone has life commitments, such as health, family or study, the flexibility of telecommuting is a major added bonus to a role – one that’s likely to make them more loyal to a company or organization.

Time Saving: Employees can spend an hour getting ready every morning, and sometimes as much as an hour commuting into the office – that’s 2 hours gone before the work day has even begun. Telecommuting allows workers to start their day immediately, which can help productivity and reduce stress from time pressures.

This is very true in Dallas-Fort Worth according to an article from D Magazine. That article states *“DFW has the 10th worst traffic in the country, according to an annual report from the transportation analytics service INRIX, a statistic that sounds bad until you recall that the region had the seventh most congested roads in the U.S. in last year’s study”*.

Improved Life-Work Balance: Researchers Jeffrey Greenhaus from Drexel University and Gary Powell from Lancaster University have noted that focusing on work-life effectiveness can improve a person’s psychological and physical wellbeing. They say a person’s work and personal lives should be allies, and that a person can be a partner, friend, and employee all at once. Remote workers may more easily find the blend that makes them happiest because they get more satisfaction from their work.

Flexible work options are eco-friendly: Reducing or eliminating daily commutes reduces pollution and greenhouse gas emissions. Properly using videoconferencing and other remote communication tools can help Collin reduce business travel, which also cuts pollution. People who work from home also use less electricity, fewer supplies, and less office equipment, reducing waste. If Collin wants to be environmentally friendly, flexibility should be part of its culture.

Please refer to <https://www.workflexibility.org/who-we-are/>

Recently, one of our employee quit because of total denial of this flexibility and now she works 100% remote for Ellucian. Even though we don’t expect 100% telecommute option, it would be of great help for employees if we could get these options to begin with such as:

- ❖ Telecommute a couple of days a week.
- ❖ Telecommute on need basis (repairs/doctor appointments).

This benefit should be implemented as a global policy (~~not at the discretion of supervisor~~) for Collin college and no one should be allowed to alter it except policy makers. This should be available for all employees who don’t require to work with students face-to-face, other details could be worked out between the employee and their respective supervisor.

I have a great expectation from the Collin College policy makers and a firm believe that they can make it happen, make Collin College even more attractive place to work.

Thanks again for this opportunity!

Regards,

Golda George

June 18-19, 2019 12:37 PM

All Staff Council,

Greetings!

First and foremost, I want to thank you all for what you do on behalf of all staff and faculty. This is a thankless role that you all play while taking time out of a busy work schedule for the betterment of others. So, thank you. I am writing you today with a few suggestions concerning the (R.O.S.E.) Award. I hope that you will receive them well and take them into consideration. As we all know, the prestigious Rose Award is awarded those who have outstanding attitude and service exemplifying the college's core values to the community as a whole. As I looked at the list of nominations in April, I was reminded of how many wonderful people we have here at Collin College. I know that the coveted Rose Award is only awarded to one person and to select one person out of so many wonderful people must be a daunting task. In my humble opinion, The All Staff Council should bring back the **"Unsung Hero/Heroine Awards"**. These awards should be given out annually alongside the ROSE Award, but for each major campus. Allowing each major campus to select an individual/individuals who has made a substantive yet unrecognized contribution the campus while exemplifying the college's core values. These awards would prove, magnify and bolster not only the heart of each campus but of Collin College as a whole. I hope that you all would please consider.

The "Unsung Hero/Heroine Awards" would be way to honor those at the local level by their peers. They would be honored by those whom felt the immediate impact of their service. A unique ambassador, champion, representative and hero of said campus. For example, "The Unsung Hero/Heroine of the Central Park Campus". A shining star of the campus that illuminates the pride of the campus by setting an extraordinary example with a servants heart.

Best Regards,

D.Drane

(Collin Strong, All Day Long!)

Suggestions sent for consideration ...

Golda George:

Tuition reimbursement up to a limit for employee's immediate family.